Enrolling In A Payment Plan
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1. Log into Webcat or Parent Portal*
   a) In Webcat, under “Billing” tab, click “View Account/Pay Bill”
   b) In Parent Portal, click “Account Summary”
*Contact the IT Helpdesk for assistance with your log in, or if you have forgotten your password (603-862-4242)
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2. Click “Make One-time Payment to UNH/ Setup Monthly Payment Plan”
3. Click “Payment Plan”
4. Select semester plan and click “Sign Up for New Payment Plan”
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5. Zero out all fields, place the net balance due in the top left box.

Note: Any changes on the student account will NOT adjust the payment plan automatically.
6. Review your payment plan

### Payment Plan Options

<table>
<thead>
<tr>
<th>Options</th>
<th>SELECT</th>
<th>TOTAL BALANCE</th>
<th>DOWN PAYMENT (DUE TODAY)</th>
<th>ENROLLMENT FEE (DUE TODAY)</th>
<th>ADJUSTED BALANCE</th>
<th>NUMBER OF INSTALLMENTS</th>
<th>FIRST INSTALLMENT MONTH</th>
<th>PAYMENT DATE</th>
<th>INSTALLMENT AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✔️</td>
<td>$17,144.26</td>
<td>$10,286.66 (50%)</td>
<td>$60.00</td>
<td>$6,857.70</td>
<td>2</td>
<td>March</td>
<td>1st</td>
<td>$3,428.85</td>
</tr>
</tbody>
</table>

### Payment Processing

- Each installment will be automatically deducted from the account you authorized while enrolling in this payment plan.
- You will be sent a reminder email message before your installment is automatically deducted.
- Installments will be automatically deducted. If a payment date falls on a weekend, the payment will be scheduled for processing the next business day.
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7. Select a security question and answer
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8. Select a payment method and click “Continue”

9. Follow remaining prompts to complete payment plan setup